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ABSTRACT

This publication comprises a summary of vacation and sick leave policies in Association of Research Libraries (ARL) member libraries and representative leave policies from 12 ARL libraries. Statistics compiled from an examination of leave policies from 50 ARL member libraries provide information about number of days' vacation, length of service before earned vacation may be used, amount of leave accumulation permitted, number of days' sick leave, amount of sick leave accumulation permitted, and length of service before earned sick leave may be used for professional and non-professional staff. In addition, leave policies are included for the following libraries: (1) the University of Connecticut; (2) Louisiana State University Library; (3) the University of Minnesota; (4) the University of North Carolina; (5) Princeton University; (6) the University of Tennessee, Knoxville; (7) the University of Illinois; (8) Pennsylvania State University; (9) Wayne State University; (10) Michigan State University; (11) the University of Pennsylvania; and (12) Purdue University. An ARL Systems and Procedures Exchange Center (SPEC) kit evaluation form is also provided. (KM)

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Leave Policies
Kit #10

ED281539

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Personnel Services Division

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Connecticut

D. **Anniversary Dates**

Your anniversary date is either July 1st or January 1st depending on the date you were hired. Once the date is established it does not change.

Each employee in a permanent position on or before October 1st, 1967 has July 1st as his anniversary increase date. Employees hired into permanent positions between October 2nd and April 1st have January 1st as an anniversary date.

Part-time employees must first complete the equivalent of nine full months employment before attaining either January 1st or July 1st (whichever comes first thereafter) as their anniversary date.

E. **Anniversary Increases**

You are given an annual one-step pay increase, based on the pay group you are in, on each anniversary date. In order to be eligible for this anniversary increase, you must (1) be a permanent employee, (2) have at least nine months service, (3) be below the maximum of your pay group, and (4) have had satisfactory service for the twelve month period immediately prior to your anniversary date.

F. **Sick Leave With Pay**

You accrue sick leave from your initial employment date at a rate of 1¼ days per month. If you are in a non-competitive position you can take sick leave as it is accrued. If you are in a competitive position, you are eligible to take sick leave after you are appointed from a certification list.

Sick leave is earned at the rate of 1¼ working days per calendar month of continuous full-time service. It starts to accrue on the first working day of the month and is credited on the completion of that month. If you work less than full time, sick leave is granted in proportion to the amount of time you actually work. Unused sick leave may accumulate from year to year. No sick leave accrues for any calendar month in which you are on leave of absence without pay for more than three working days. Sick leave is not granted for pregnancy. Nor is it granted for recuperation from illness or injury directly traceable to another employer. If you leave State of Connecticut employment and are re-employed from a re-employment list within one year, you are credited with your prior sick leave accumulation.

G. **Special Leave With Pay**

Special leave is charged against your sick leave balance, but is used in the following cases: (1) medical appointments for which arrangement cannot be made outside of work hours, (2) when presence would expose others to a contagious disease, (3) critical or severe illness in immediate family which creates an emergency (maximum of three working days per year), and (4) death in your immediate family (maximum of 3 working days per year). Immediate family is defined as father, mother, sister, brother, or child, and also any relative living in your household.

When requested in advance, special leave can be taken for the purpose of going to, attending, and returning from funerals of other than immediate family (maximum of three working days per year).

You are requested to submit a medical certificate before returning to work when (1) you are absent due to illness for any period of more than five consecutive working days, (2) you request sick time while on annual leave, (3) for any period of five days or less when your supervisor has notified you in advance that it will be required because he believes your absenteeism is habitual.

H. **Leave of Absence Without Pay**

Leave without pay for five days or less can be granted to any employee in the

Connecticut

classified service for any satisfactory cause as determined by the University's Director of Personnel Services.

Leave of absence without pay for five days to one year can be granted for health or any other reasonable cause when approved by both the University's Director of Personnel Services and the State Personnel Commissioner.

Leave of absence without pay in excess of one year can be granted only when approved by the State Personnel Policy Board. Any leave without pay of over five days duration does not count towards a working test period.

I. Military Leave

Military leave may be granted for periods of active military service of up to four years. In order to be reinstated from military leave you must reapply for State employment within ninety days of your release from active duty. During military leave you maintain your employment status and receive pay increases as if you were a full-time permanent State employee for that period.

If you are required to attend annual field training with the armed forces reserve and you have attained status as a permanent employee, you receive both your military pay and your full State pay for that training period.

J. Vacation

Vacation is earned by each permanent University employee from the date of his initial employment. You are eligible to take accrued vacation only after attaining permanent status. Vacation is earned at the rate of 1¼ working days per month of continuous full-time service.

If you wish to carry over more than twenty vacation days from one calendar year to the next, you must first get approval from the University's Director of Personnel Services. Any carry over of more than fifteen days but less than twenty days, must have the approval of your Dean, Director or Department Head.

No vacation accrues for any month in which you are out of work for more than three days without pay.

K. Personal Leave

All full-time permanent employees are eligible to take three personal leave days per year in addition to vacation and sick leave. The personal leave days are used for conducting private affairs and observing religious holidays. They do not accumulate from year to year. If you fail to take them in the year of accrual they are dropped from your record.

L. Holidays

All full-time employees in permanent positions are eligible for eleven paid holidays per year. Emergency or temporary employees are eligible for holiday pay after ninety days of continuous employment.

Part-time employees are eligible for holiday pay if appointed from a certification list or if they have gained permanent status. They earn holiday pay only if they were normally scheduled to work on that particular day and are paid only for the number of hours that they were originally scheduled to work.

The eleven paid holidays observed by the State of Connecticut are:

New Year's Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Veteran's Day

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF UNIVERSITY LIBRARY MANAGEMENT STUDIES
Duane E. Webster, Director

July, 1974

SUMMARY OF VACATION AND SICK LEAVE POLICIES IN A.R.L. LIBRARIES

VACATION

Professional

Number of Days Vacation (N = 35 libraries)

86% of libraries give flat number of days per year. (Mean = 22.5 days, range = 15 - 28 days.)

14% of libraries compute vacation from schedule based on length of service.

Length of Service Before Earned Vacation May Be Used (N = 29 libraries)

36% of libraries - 6 months
27% of libraries - as earned
23% of libraries - 1 year
3% of libraries - 3,4, or 9 months

Amount of Leave Accumulation Permitted (N = 27 libraries)

66% of libraries compute by length of time one may save vacation. E.g. one must use vacation earned in 1974 before the end of 1975 = 1 year accumulation. (Mean = 1.3 years, range = 1 - 2 years.)

34% of libraries compute by maximum number of days one may accumulate at any given time. (Mean = 45 days, range = 30 - 90 days.)

1527 New Hampshire Avenue, N.W.
Washington, D.C. 20036
(202) 232-8656 or 2466

Non-professional

Number of Days Vacation (N = 42 libraries)

81% of libraries compute vacation from schedule based on length of service. (Maximum number of vacation days one may earn per year: mean = 21, range = 15 - 27 days. Number of years of service before maximum leave can be earned: mean = 16 years, range = 3 - 25 years.)

19% of libraries give flat number of days per year. (Mean = 19 days, range = 12 - 24 days.)

Length of Service Before Earned Vacation May Be Used (N = 31 libraries)

71% of libraries - 6 months
16% of libraries - 1 year
10% of libraries - 1-3 months
3% of libraries - as earned

Amount of Leave Accumulation Permitted (N = 17 libraries)

53% of libraries compute by length of time one may save vacation. E.g. one must use vacation earned in 1974 before the end of 1975 = 1 year accumulation. (Mean = 1.8 years, range = 1-2 years.)

23% of libraries compute by a percentage of the year's vacation up to a fixed ceiling. E.g. 1 1/2 times annual vacation or 100 days, whichever is smaller.

12% of libraries compute by maximum number of days one may accumulate at any given time. (Mean = 45 days, range = 45 days.)

12% of libraries compute from a schedule based on length of service. E.g. in the first through tenth year of service one may accumulate up to 20 days vacation at any given time. (Mean of maximum days one may accumulate = 27 days, range = 24-30 days.)

Comparison of Professional and Non-Professional (N = 32 libraries)

In 44% of libraries non-professionals always earn less vacation than professionals.

In 28% of libraries both groups earn equal vacation at their maximum rate, but non-professionals earn less than professionals until that time.

In 19% of libraries non-professionals earn more vacation than professionals when both groups are at their maximum rate, but non-professionals earn less than professionals until that time.

In 9% of libraries all employees earn vacation at the same rate.

SICK LEAVE

Professional

Number of Days Sick Leave (N = 24 libraries)

46% of libraries give a flat number of days per year. (Mean = 13 days, range = 10-25 days.)

29% of libraries have no formal sick leave policy

12 1/2% of libraries compute sick leave from a schedule based on length of service. (Maximum number of days sick leave that one may earn per year: range = 12-18 days. Number of years service before maximum sick leave can be earned: range = 2-11 years.)

12 1/2% of libraries compute sick leave by some other formula. E.g. a per illness allotment, or X weeks leave at full pay + Y weeks leave at fractional pay.

Amount of Sick Leave Accumulation Permitted

Insufficient data: 5 libraries of which 3 permit infinite accumulation, 1 permits 132 days and 1 permits 140 days.

Length of Service Before Earned Sick Leave May Be Used

Only 1 of 24 policies had any service requirement.

Non-Professional

Number of Days Sick Leave (N = 43 libraries)

73% of libraries give a flat number of days per year. (Mean = 12.7 days, range = 5-30 days.)

12% of libraries compute sick leave from a schedule based on length of service. (Maximum number of days sick leave that one may earn per year: range = 12 -18 days. Number of years service before maximum sick leave can be earned: range = 2-11 years service.)

12% of libraries compute sick leave from a schedule based on a formula plus length of service. E.g. from 14 days at full pay + 55 days at 60% pay at beginning of service to 100 days at full pay + 30 days at 60% pay after 20 years service.

4% of libraries compute sick leave from some other formula.

Amount of Sick Leave Accumulation Permitted (N = 21 libraries)

71% of libraries place a ceiling on sick leave accumulation. (Mean = 112 days, range = 40-200 days.)

29% permit infinite accumulation of sick leave.

Length of Service Before Earned Sick Leave May Be Used (N = 20 libraries)

40% of libraries - 3 months
25% of libraries - as earned
25% of libraries - 6 months
10% of libraries - 1 month

Note: These statistics were compiled from an examination of leave policies from 50 ARL member libraries. The number of libraries represented by each statistic is less than 50, however, because not all provisions were contained in all policies.

OMS
OFFICE OF MANAGEMENT STUDIES
ASSOCIATION OF RESEARCH LIBRARIES 1527 New Hampshire Avenue, N.W., Washington, D.C. 20036 • (202) 232-8656

NOTE: This four-page supplement to SPEC Kit #50 on fringe benefits is taken from Kit #10 on Leave Policies, which has been discontinued. Although the information was gathered five years ago, it may be useful to researchers studying changes in leave policies.

July, 1974

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ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF UNIVERSITY LIBRARY MANAGEMENT STUDIES

SPEC Kit Evaluation Form

The materials enclosed in this Kit are examples of current management practices in academic and research libraries. These items were collected via a survey of the member libraries of the Association of Research Libraries and are selected for inclusion in this Kit because they illustrate a current technique or are judged by OMS staff as being among the best of the materials received.

The documents reproduced in this Kit are working tools developed by individual libraries to meet their specific purposes. The SPEC Kits are not intended to provide models or prototype systems that can simply be copied by other libraries. Instead the intent with these illustrations is to stimulate further innovation and improvement in the management practices of academic and research libraries.

Your evaluation of this Kit is solicited.

1. Subject of Kit: _____

2. Did you find this SPEC Flyer and Kit useful?

   a. not at all

   b. somewhat

   c. quite a bit

   d. very

3. How did you use these materials?

(OVER)

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4. What changes in format or content would improve the usefulness of this service to your library?

5. What topics would you like to see covered in this format?

6. Name: _____

Institution: _____

PLEASE RETURN TO:

Association of Research Libraries
Systems and Procedures Exchange Center
1527 New Hampshire Avenue, N.W.
Washington, D. C. 20036

from: Louisiana State University Library

Library Personnel Policies and Procedures

effective January 1, 1967

E. TENURE

1. THE ...NKS, PROVIDES AS FOLLOWS:

A. ...ONE THE SENIOR ...

B. INITIAL APPOINTMENTS FOR ASSISTANT LIBRARIANS SHALL BE FOR A PERIOD NOT TO EXCEED THREE YEARS. UPON REAPPOINTMENT AT THE END OF THREE YEARS OF SATISFACTORY SERVICE, TENURE OF ASSISTANT LIBRARIANS SHALL BE OF INDETERMINATE DURATION.

2. PROVISIONS OF TENURE SHALL APPLY TO PRESENT PERSONNEL AS WELL AS TO FUTURE APPOINTMENTS.

F. LEAVES

Note: library assistants = sub-professionals

1. ANNUAL LEAVE

PROFESSIONAL LIBRARIANS AND LIBRARY ASSISTANTS ARE ENTITLED TO ACCUMULATE VACATION ALLOWANCE AT THE RATE OF TWO AND ONE-HALF ($2\frac{1}{2}$) CALENDAR DAYS PER MONTH, EXCEPT WHEN ON LEAVE. NO EMPLOYEE CAN ACCUMULATE MORE THAN THIRTY (30) CALENDAR DAYS OF VACATION ALLOWANCE (ANNUAL LEAVE). AN EMPLOYEE MAY TAKE ANNUAL LEAVE AT ANY TIME AFTER IT IS EARNED PROVIDED, OF COURSE, PERMISSION IS GRANTED BY THE HEAD OF HIS DEPARTMENT AND THE DIRECTOR OR OTHER APPROPRIATE ADMINISTRATIVE OFFICER BEFORE LEAVE IS TAKEN.

CIVIL SERVICE STAFF MEMBERS EARN ANNUAL LEAVE AT THE RATE OF 8 HOURS PER MONTH FOR THE FIRST THREE YEARS OF SERVICE, 10 HOURS PER MONTH FOR THE NEXT SEVEN YEARS OF SERVICE, AND 12 HOURS PER MONTH THEREAFTER. NO CIVIL SERVICE EMPLOYEE CAN ACCUMULATE MORE THAN FORTY-FIVE (45) WORKING DAYS OF ANNUAL LEAVE. REQUESTS FOR ANNUAL LEAVE SHOULD BE APPROVED BY THE DEPARTMENT HEAD BEFORE LEAVE IS TAKEN.

2. SICK LEAVE

PROFESSIONAL LIBRARIANS AND LIBRARY ASSISTANTS ARE ENTITLED TO ACCUMULATE SICK LEAVE AT THE RATE OF ONE (1) CALENDAR DAY PER MONTH DURING THE FIRST THREE YEARS OF SERVICE; ONE AND ONE-FOURTH ($1\frac{1}{4}$) CALENDAR DAYS PER MONTH FROM THE BEGINNING OF THE FOURTH THROUGH THE NINTH YEAR OF SERVICE; THEREAFTER AT THE RATE OF ONE AND ONE-HALF ($1\frac{1}{2}$) CALENDAR DAYS PER MONTH. WHEN AN EMPLOYEE HAS UNINTERRUPTED SICK OR DISABILITY LEAVE OF 180 CALENDAR DAYS DURATION, HE SHALL REQUEST RETIREMENT FOR DISABILITY OR OFFER EVIDENCE THAT HE WILL BE ABLE TO RETURN TO ACTIVE DUTY.

CIVIL SERVICE STAFF MEMBERS EARN SICK LEAVE AT THE RATE OF EIGHT (8) HOURS PER MONTH FOR THE FIRST THREE YEARS OF SERVICE, TEN (10) HOURS PER MONTH FOR THE NEXT SEVEN YEARS OF SERVICE, AND TWELVE (12) HOURS PER MONTH THEREAFTER.

ABSENCES DUE TO ILLNESS SHOULD BE REPORTED BY EMPLOYEE TO THE DEPARTMENT OR DIVISION HEAD BY 9:00 A.M. ON THE FIRST DAY OF ILLNESS, AND FOR EACH SUBSEQUENT DAY OF ABSENCE DUE TO ILLNESS. AN EXCEPTION WOULD BE DURING A LONG AND EXTENDED LEAVE DUE TO ILLNESS. PLANNED SICK LEAVE FOR OPERATION, CHECK-UPS, ETC. SHOULD BE REPORTED ON ABSENCE FORMS IN ADVANCE OF LEAVE, AND THE APPROXIMATE AMOUNT OF ANTICIPATED SICK LEAVE SHOULD BE STATED, IF KNOWN. EMERGENCIES SHOULD BE REPORTED AS SOON AS POSSIBLE. PROFESSIONAL AND SUB-PROFESSIONAL STAFF MEMBERS DO NOT REPORT LESS THAN 1/2 DAY OF SICK LEAVE. CIVIL SERVICE EMPLOYEES DO NOT REPORT LESS THAN 1/2 HOUR. IF ILLNESS OCCURS EITHER DURING ANNUAL LEAVE OR IMMEDIATELY PRIOR TO SCHEDULED ANNUAL LEAVE, AN EMPLOYEE MAY NOT CONVERT ANNUAL LEAVE TO SICK LEAVE. APPOINTMENTS WITH DOCTORS AND DENTISTS MAY BE TAKEN AS SICK LEAVE AND SHOULD BE MADE AT A TIME MUTUALLY CONVENIENT TO DEPARTMENT AND EMPLOYEE, PREFERABLY NEAR THE END OF THE DAY. ABSENCE DUE TO ILLNESS WITHIN THE FAMILY CANNOT BE TAKEN AS SICK LEAVE, BUT MUST BE TAKEN AS ANNUAL LEAVE.

ALL SICK LEAVES SHOULD BE REPORTED ON ABSENCE FORMS TO THE OFFICE OF THE DIRECTOR AS SOON AS THE EMPLOYEE RETURNS TO WORK, AND A DOCTOR'S CERTIFICATE IS REQUIRED IF SICK LEAVE IS IN EXCESS OF TEN (10) CALENDAR DAYS.

3. SPECIAL LEAVE

LEAVE WHICH WILL NOT BE COUNTED AS SICK OR ANNUAL LEAVE MAY BE TAKEN TO ATTEND A FUNERAL. IN THE EVENT THE FUNERAL IS OUT OF TOWN, UP TO TWO DAYS MAY BE TAKEN IF NECESSARY.

4. PROFESSIONAL LEAVE

LEAVE TO ATTEND MEETINGS OF PROFESSIONAL ORGANIZATIONS MAY BE GRANTED AT THE DISCRETION OF THE DIVISION OR DEPARTMENT HEADS, AND SUBJECT TO THE APPROVAL OF THE ASSOCIATE DIRECTOR AND DIRECTOR.

5. CIVIL LEAVE

AN EMPLOYEE MAY BE GIVEN TIME OFF WITHOUT LOSS OF PAY WHEN PERFORMING JURY DUTY OR OTHER CIVILIAN DUTY, OR WHEN ENGAGED IN VOTING.

6. MILITARY LEAVE

EMPLOYEES WHO ARE MEMBERS OF RESERVE CORPS ARE ENTITLED TO LEAVE WITHOUT LOSS OF PAY, TIME, SICK LEAVE OR ANNUAL LEAVE ON ALL DAYS DURING WHICH THEY ARE ORDERED TO MILITARY DUTY FOR PERIODS NOT TO EXCEED FIFTEEN (15) DAYS IN ANY ONE CALENDAR YEAR. FOR REGULATIONS GOVERNING LONGER PERIODS OF MILITARY DUTY, SEE M-35 FROM THE PRESIDENT DATED JUNE 9, 1951.

With the approval of the division and/or department head, the Director

7. SABBATICAL LEAVE

PROFESSIONAL LIBRARY STAFF MEMBERS WHO HAVE HAD SIX YEARS OF CONSECUTIVE SERVICE MAY PETITION FOR SABBATICAL LEAVE FOR STUDY, RESEARCH, OR OTHER EQUALLY MERITORIOUS PURSUIT. LEAVE MAY BE GRANTED FOR TWELVE MONTHS' PERIOD WITH ONE-HALF PAY OR A SIX MONTHS' PERIOD WITH FULL PAY. MEMBERS OF THE STAFF WHO ARE GRANTED SABBATICAL LEAVE MAY BE REQUIRED TO RETURN TO THEIR LIBRARY DUTIES FOR AT LEAST ONE YEAR.

APPLICATIONS ARE TO BE SUBMITTED TO THE DIRECTOR UPON REQUEST FROM THE DIRECTOR. A STATEMENT GIVING DETAILS OF RESEARCH OR STUDY PLANS, WITH JUSTIFICATION SHOULD ACCOMPANY THE REQUEST. A FULL REPORT OF WORK ACCOMPLISHED IS TO BE SUBMITTED IN WRITING AT THE CONCLUSION OF THE SABBATICAL. SABBATICAL LEAVES ARE SUBJECT TO THE APPROVAL OF THE DEAN OF THE UNIVERSITY AND OF THE PRESIDENT.

8. LEAVE WITH PAY

SHORTER LEAVES WITH PAY MAY BE GRANTED TO PROFESSIONAL MEMBERS OF THE LIBRARY STAFF FOR THE PURPOSE OF GRADUATE STUDY. THE MAXIMUM PERIOD OF SUCH LEAVE IS FOR TWO MONTHS, EXCLUSIVE OF THE REGULAR ANNUAL VACATION. A JUSTIFICATION OF THE PROPOSED STUDY SHOULD BE SUBMITTED TO THE DIRECTOR OF LIBRARY WITH EACH REQUEST FOR SUCH LEAVE.

G. GROUP LIFE INSURANCE (INCLUDING FAMILY GROUP INSURANCE)

ALL FULL-TIME REGULAR MEMBERS OF THE LIBRARY STAFF ARE ELIGIBLE TO PARTICIPATE IN THE UNIVERSITY'S GROUP LIFE INSURANCE PLAN. MEMBERSHIP IS OPTIONAL FOR EMPLOYEES RECEIVING AN ANNUAL SALARY OF LESS THAN $2,600, AND OBLIGATORY FOR ALL ELIGIBLE STAFF MEMBERS RECEIVING A REGULAR SALARY OF $2,600 OR MORE. THE RATE FOR THIS INSURANCE SHOULD BE CHECKED WITH THE LIBRARY OFFICE; IN GENERAL IT IS RATHER LOW. NO PHYSICAL EXAMINATION IS REQUIRED FOR EMPLOYEES WHO BEGIN PARTICIPATION WITHIN 31 DAYS AFTER ENTERING UPON SERVICE WITH THE UNIVERSITY.

H. GROUP HOSPITALIZATION

ALL FULL-TIME REGULAR MEMBERS OF THE LIBRARY STAFF ARE ELIGIBLE TO PARTICIPATE IN THE UNIVERSITY'S GROUP HOSPITALIZATION INSURANCE. THIS PLAN IS MANDATORY FOR STAFF MEMBERS WHO EARN $1800 YEARS OR MORE. CURRENT RATES AND BENEFITS ARE AVAILABLE IN THE LIBRARY OFFICE. NO PHYSICAL EXAMINATION IS REQUIRED FOR EMPLOYEE (OR ELIGIBLE MEMBERS OF FAMILY) IF HE ENROLLS WITHIN 31 DAYS AFTER ENTERING EMPLOYMENT OF THE UNIVERSITY.

I. THE UNIVERSITY ALSO OFFERS ACCIDENT INSURANGE AS WELL AS LONG-TERM DISABILITY INSURANCE.

University of Minnesota
CIVIL SERVICE RULES
Effective Sept. 10, 1971

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RULE 14

AUTHORIZED LEAVES OF ABSENCE

14.1 General Regulations Governing Leaves of Absence

14.11 Leave Contingent on Proper Approval

14.111 Leaves of absence may be granted only when employees submit requests within a reasonable time in advance of the desired leave or, in the case of sick leave or emergencies, as soon after the illness or emergency arises as it is possible to communicate with the supervisor or department head.

14.112 Department heads may grant leaves of absence without pay of five work days or less and may grant vacation leave, sick leave, and leave for use of accumulated overtime without approval of the Director. Requests for other leaves, after approval by the department head, shall be submitted to the Director for approval, in accordance with procedures established by the Director, prior to the beginning of the period of the employee's planned absence.

14.113 Payment for any absence shall not be made unless and until a request for leave has been properly submitted and approved by the department head and/or the Director as provided in other sections of this rule.

14.12 Method of Charging for Vacation and Sick Leave Taken With Pay

14.121 Use of vacation leave, sick leave, and leave for use of accumulated overtime or holiday leave shall be charged in units of one hour rounded to the nearest hour.

14.13 Accruals of Leave during Periods of Absence With Pay

14.131 An employee shall earn vacation and sick leave during a leave of absence with pay.

14.14 Accrual of Leave during Leaves of Absence and Layoffs

14.141 An employee who, within his first probationary period, is absent from work for a period exceeding 40 consecutive work days shall have the status of a new employee upon his return unless otherwise recommended by the department head and approved by the Director.

14.142 Vacation and sick leave shall not accumulate during leaves of absence without pay.

14.2 Vacation Leave

14.21 General Provisions for Vacation Leave

14.211 Full-time and part-time Civil Service employees and students who are employed regularly in one department on a pre-arranged and assigned schedule of 75% or more of the established full-time work month shall earn vacation with pay at the following rates:

One work day, or proportionate part thereof, for each calendar month of service, plus one work day upon completion of each year of service, during the first five years of continuous service.

One and one-quarter work days, or proportionate part thereof, for each calendar month of service, plus one and one-quarter work days upon completion of each year of service, during the second five years of continuous service.

One and one-half work days, or proportionate part thereof, for each calendar month of service, plus one and one-half work days upon completion of each year of service, during the third five years of continuous service.

One and three-quarters work days, or proportionate part thereof, for each calendar month of service, plus one and three quarters work days upon completion of each year of service, during the fourth five years of continuous service.

One and seven-eighths work days, or proportionate part thereof, for each calendar month of service, plus one and seven-eighths work days upon completion of each year of service, during the next ten years of continuous service.

Two work days, or proportionate part thereof, for each calendar month of service, plus two work days upon completion of each year of service, thereafter.

This vacation leave accumulation schedule shall become effective retroactive to July 1, 1969, for those employees on the payroll at the time of its adoption.

When a centralized system of maintaining vacation records on a computer can be installed, the vacation accumulation rates quoted above shall be calculated on a minutes-per-hour basis in such a way that the total possible accumulation for any year of continuous service is accumulated evenly throughout the 2080 basic work hours of the year. This will result in the following schedule:

3 minutes of vacation leave accumulation for each straight time paid work hour during the first 5 years (10,400 hours) of continuous service

3.75 minutes of vacation leave accumulation for each straight time paid work hour during the second 5 years (10,400 hours) of continuous service

4.5 minutes of vacation leave accumulation for each straight time paid work hour during the third 5 years (10,400 hours) of continuous service

5.25 minutes of vacation leave accumulation for each straight time paid work hour during the fourth 5 years (10,400 hours) of continuous service

5.63 minutes of vacation leave accumulation for each straight time paid work hour during the next 10 years (20,800) hours of continuous service

6 minutes of vacation leave accumulation for each straight time paid work hour of continuous service thereafter.

No employee's total vacation rate from all sources (including vacation transfer from sick leave and that earned by supervisory and professional employees under Rule 14.213) shall exceed 2 1/4 days per calendar month of completed service, plus 2 1/4 days at the end of each completed year of continuous service. (Upon central computerization of the vacation record system, the total vacation rate from all sources shall not exceed 6.75 minutes per basic straight-time paid work hour.)

When any five or ten year period of service ends within a calendar month, the extra vacation allowance starts the following month.

Employees regularly working a five and one-half or six day week, at the request of the University, shall earn an extra one-quarter day per month, or proportionate part thereof, for each calendar month of service, plus an extra quarter day at the end of each completed year of service. (When computerized, this rate will be .75 minutes per basic straight time paid work hour.)

Paid vacation leave shall not be granted until an employee has completed six months of service (1040 straight time paid work hours after computerization), and shall not be granted in increments of less than one hour.

The first six month period, each five or ten year period, and each year of continuous service shall be extended by adding to such period the number of work days the employee has been absent without pay during the period, in determining the dates of their completion. Such extension of each period shall be at the rate of five work days per calendar week.

14.212 Subject to the convenience of the department concerned, vacations shall be granted at such times as desired by the employee. Within a department, choice of available vacation time shall be determined by seniority, and the vacation schedule for each heavy vacation period shall be posted on the departmental bulletin board one month in advance of the beginning of the period in departments with more than five Civil Service employees. Supervisors shall communicate with employees concerning vacation schedules in such a way as to prevent problems, consider employee desires, and meet work schedules.

14.213 Employees in those supervisory and professional classes of work designated by the Civil Service Committee as exempt shall not be compensated for overtime, but in lieu thereof shall accumulate an additional one-half day of vacation for each month of service (upon computerization of the vacation leave record system, this accumulation shall be calculated on the basis of an additional 1.38 minutes for each completed basic work week hour).

14.214 Employees should take a reasonable amount of vacation leave each year. The maximum number of accumulated vacation days (hours) may not exceed the number of vacation days (hours) that may be earned within a 24 month (4,160 hours) period of work.

14.22 Pay for Terminal Vacation Leave

14.221 Any employee with vacation available for use who is separated from University employment shall be entitled upon separation to be paid for any unused portion of his vacation leave allowance computed in accordance with Rules 5.4 and 14.211, as soon as the amount due him can be properly computed.

14.3 Sick Leave

14.31 Accrual of Sick Leave

14.311 Full-time and part-time Civil Service employees and students who are employed regularly in one department on a pre-arranged and assigned schedule of 75% or more of the established full-time work month shall accumulate sick leave with pay at the rate of one work day or proportionate part thereof for each completed calendar month of service, plus one work day at the beginning of the month following completion of each year of continuous service. (Upon central computerization of the sick leave record system, this accumulation shall be calculated at the rate of 3 minutes per basic straight-time paid work hour.)

Until central computerization of the sick leave record system and adoption of the minutes-per-hour accumulation rate, sick leave accumulated for any one month is not available for use until the following month. Sick leave shall be available as accumulated but shall not be granted in increments of less than one hour.

An employee who is off the payroll for 4 consecutive payroll periods, unless an approved leave of absence has been granted, shall lose unused sick leave.

14.312 As of July 1, 1970, when a sick leave accumulation of 50 days (400 hours) has been reached, one-quarter of any sick leave accumulated thereafter may be credited to the employee's vacation accumulation as long as the employee maintains his sick leave accumulation at 50 or more days (400 or more hours), and three-quarters of such sick leave accumulated thereafter may continue to be credited to sick leave. Sick leave accumulated prior to July 1, 1970, cannot be transferred to vacation under the provisions of this paragraph.

When a sick leave accumulation of 100 days (800 hours) has been reached, one-half of any sick leave accumulated thereafter may be credited to the employee's vacation accumulation as long as the employee maintains his sick leave accumulation at 100 or more days (800 or more hours), and one-half of such sick leave accumulated thereafter may continue to be credited to sick leave.

Effective July 1, 1970, "lapsed" sick leave that has been "banked" for any employee in accordance with this rule as worded before that date shall be added to the employee's basic sick leave accumulation. Sick leave accumulated thereafter shall be added to the resulting total and sick leave used shall be deducted from any current total. None of the "lapsed" sick leave that has been "banked" may be transferred to vacation.

14.32 Conditions of Grants of Sick Leave

14.321 Supervisors or department heads may approve the use of accumulated sick leave allowance by employees who are unable to perform their duties because of illness or injury, who would expose fellow employees or the public to contagious or infectious disease, who must make medical or dental care appointments, or who need to make arrangements for care necessary for a member of the employee's immediate family who is seriously ill. Immediate family as used in this portion of the rule shall mean spouse, minor children, or parents of the employee, living in the household of the employee.

Employees must request and be granted approval of use of sick leave by the supervisor or department head as soon after the onset of illness as it is possible to communicate with the supervisor or department head, and the supervisor or department head shall decide whether the illness is serious enough to warrant a grant of use of accumulated sick leave. If the supervisor or department head is doubtful as to whether a grant of sick leave is warranted, he shall require a statement from a physician or dentist before approving use of accumulated sick leave. In the case of extended illness, the supervisor or department head may require repeated proof of illness, including statements from a physician or dentist, before granting further sick leave.

A reasonable amount of sick leave may be used for medical or dental care appointments, but such appointments shall be scheduled in non-work time when possible.

Sick leave for more than five consecutive work days shall not be granted to an employee for illness without satisfactory proof of illness or injury as evidenced by a statement of the attending physician or by other proof satisfactory to the department head.

Sick leave shall not be used to provide practical nursing care for a member of the immediate family but may be approved to permit the employee time to make the necessary arrangements for required care.

Sick leave may be used for illness and for medical care appointments related to pregnancy, previous to the date of termination or to the beginning day of any leave of absence granted, and upon reinstatement if reinstatement occurs.

Sick leave may be granted when a death occurs in the employee's family. The time shall be limited to what is reasonably necessary to make funeral arrangements and/or to attend funeral services. Employee's family in this instance shall mean spouse; parents of spouse; and the parents, guardian, children, brothers, sisters, or wards of the employee.

If an employee becomes ill while on properly approved vacation leave and can present satisfactory proof of illness or injury in the form of a written statement from the attending physician, the supervisor or department head may approve the use of sick leave for those days for which the evidence establishes sound proof of serious illness.

Accumulated sick leave may be used to supplement Workmen's Compensation benefits during periods of lost work time due to on-the-job accidents.

A supervisor may require an employee to return home or to see a physician, or both, if the employee is unable to perform his duties in an up-to-standard manner because of what appears to be a health condition; and such time shall be charged against sick leave.

Abuse of sick leave shall be just cause for disciplinary action.

14.33 If sick leave is exhausted, an employee may use vacation leave, overtime accruals, or holiday leave subject to the conditions of Rules 14.2 and 14.3.

14.4 Military Leave of Absence with Pay

14.41 Employees who are on the payroll and who have completed six months of continuous service and are eligible for vacation in accordance with Rule 14.211 shall be entitled to a leave of absence with pay not to exceed 15 calendar days in any calendar year for annual training tour of duty in the reserve armed forces of the United States or in the National Guard or other legally authorized component of the militia of the State of Minnesota.

14.5 Other Leaves of Absence with Pay

14.51 Upon approval by his department head, an employee shall be granted a leave of absence with pay for:

14.511 Service on a jury, provided he is regularly employed at least 30 hours a week and is paid on a monthly salary rate. An employee serving on a jury is expected to report to his department for work during any work hours when the jury is recessed. He may be requested to render some additional services to his department in order to minimize the interruption of service caused by his absence but is not to be paid overtime or be otherwise compensated in addition to his regular pay for such service.

14.512 Appearance before a court, legislative committee, or other judicial or quasi-judicial body as a witness in action involving the federal government, the State of Minnesota, a political subdivision thereof or the University, in response to a subpoena or other direction by proper authority.

14.513 Attendance in court in connection with an employee's official duty. Such attendance shall include the time required in going to the court and returning to the employee's headquarters. Any absence, whether voluntary or in response to a legal order to appear and testify in private litigation, not as an officer or employee of the University but as an individual, shall be taken as vacation leave, or as leave of absence without pay, or as deduction from authorized accumulated overtime.

14.514 Attendance at professional and scientific meetings, by recommendation of the department head and approval of the Director.

14.6 Military Leave of Absence Without Pay

14.61 Employees who have completed six months of service shall be entitled to military leave of absence without pay not to exceed four years for service in the armed forces of the United States or of the State of Minnesota. Employees shall accumulate seniority during periods of military service.

For determining vacation accumulation rate, military leave without pay shall be counted the same as normal straight time hours that would have been worked. Vacation and sick leave are not accumulated during military leave without pay.

14.7 Sick Leave Without Pay

14.71 Upon application, a leave of absence without pay may be granted by a department head for the entire period of disability due to sickness, or injury, or pregnancy. The duration of such leave shall be subject to the recommendation of the department head and the approval of the Director.

The department head or the Director may from time to time require that the employee submit a certificate from the attending physician or from a designated physician. In the event of failure or refusal to supply such certificate, or if the certificate does not clearly show sufficient disability to prevent the employee from performing his duties, the department head with the approval of the Director may cancel such leave and require the employee to report for duty on a specified date.

14.8 Other Leaves of Absence Without Pay

14.81 An employee may be absent from duty without pay on the basis of application for leave without pay submitted in advance, recommended by his department head, and approved by the Director, under the condition that such leave shall be granted only if the benefits derived therefrom will outweigh any loss or inconvenience to the University because of the employee's absence. An application for a leave of absence to study or travel may be granted on the basis that this type of self-improvement will enable the employee to perform the duties of his job more effectively.

14.9 Reinstatement from Leave of Absence

14.91 Except as otherwise provided by these rules, an employee granted a leave of absence must be returned to his employment at the expiration of his leave. Such employee may return to his employment before his leave expires upon approval of the department head.

14.92 An employee who is denied reinstatement before his leave expires shall have the right to be considered for other vacancies.

14.93 An employee who is laid off before his leave expires because his position has been abolished shall be entitled to reemployment consideration in accordance with these rules.

UNIVERSITY OF MINNESOTA
Office of the Director of Personnel
317 Morrill Hall

PLEASE POST

MEMORANDUM

- LEAVE

TO: Provosts, Deans, Department Heads, Supervisors and Staff

FROM: Dr. Roy Richardson, Director of Personnel

DATE: April 2, 1973

SUBJECT: Change in University Civil Service Rules

The Board of Regents voted on February 9, 1973 to approve a recommendation to change Rule 14.321, paragraph 6, effective July 1, 1972 as follows:

(Additions are underlined and deletions are crossed out)

~~Sick leave may be used for illness and for medical care appointments related to pregnancy, previous to the date of termination or to the beginning day of any leave of absence granted, and upon reinstatement if reinstatement occurs.~~

Sick leave may be used when a woman is unable to perform the duties of her job because of pregnancy.

Department heads and supervisors who approve the use of accumulated sick leave are advised that this change is to allow use of sick leave when a woman is unable to perform the duties of her job because of pregnancy, and it is not a change in basic sick leave philosophy, nor does it supersede any other requirements established for the granting of sick leave under Rule 14.3. For example, Rule 14.321, paragraph 4 concerning satisfactory proof of illness or injury would apply to sick leave granted for pregnancy in the same manner as it does to any other circumstance for which sick leave is granted. There is also no change in the requirement that a Civil Service staff member must be on the payroll to use accumulated sick leave. Employees on a leave of absence without pay cannot be granted sick leave. Employees who request a leave of absence without pay who are pregnant, but still able to perform the duties of their job, should be counseled that they will not be eligible for sick leave while on a leave of absence without pay.

Department heads and supervisors should also be aware that the State Department of Human Rights guidelines require that pregnant females be granted, if requested, up to six months maternity leave of absence whether or not it is granted for illness. These guidelines were published in a memorandum from the Director of Civil Service Personnel on August 10, 1971. This maternity leave of absence may be effected through the use of accumulated sick leave (to cover only the period the employee is unable to work due to pregnancy or illness) or vacation leave, or leave of absence without pay or any combination thereof, but does not require granting more than six months authorized leave off the job.

Chapter II Univ. North Carolina

Leave

Whenever possible, absences should be arranged in advance in co-operation with your supervisor or department head. At the end of each month, the department head, or the individual concerned where there is not a deparmtnet head, will turn in to the Library Business Office a record of all absences, including annual leave, sick leave, and petty leave. Absences are recorded in the Business Office and an accounting is made at the end of each year. The vacation year runs from January 1 through December 31.

Holidays

Holidays are not counted as vacation leave. University employees receive nine or ten paid holidays a year. New Year's Day, Thanksgiving Day, and Christmas Day are always Library holidays; others, such as Easter Monday, Independence Day, and Labor Day may also be observed. The paid holidays for a given year are determined by the State Personnel Department and adapted to the University's operation. Definite dates will be set by the Librarian's office and notices sent to all departments.

Because the public service departments of the library are open on many holidays, some library staff members will have to work on these days. Whenever a staff member works on a holiday he will be given the equivalent time off, usually shortly before or after the holiday.

Vacation or annual leave

Full-time employees are granted 15 days annual leave per calendar year. This leave is accrued at the rate of 1.25 days per month based on a five-day work week.

The minimum annual leave to be granted at any time is one-half day.

Full-time employees in pay status one-half or more of the working days of a month shall earn full-time annual leave credit for that month. "Pay status" means that an employee must either be working, taking annual leave or other paid leave except terminal leave, or drawing Workman's Compensation.

New employees are granted vacation leave only as it is earned up through six months service. After six months new employees may be permitted the full vacation leave that would accrue to them for one year provided that if they separate from the University before the end of the calendar year, deduction shall be made from their final check for the number of vacation days taken but unearned.

An employee may accumulate a maximum of 30 days leave. Accrued leave up to 30 days will be paid to an employee upon his separation from University service. Payment of unused vacation leave up to 30 days will be made to the estate of a deceased employee.

Employees transferring from one department to another do not forfeit accrued leave provided such transfers are made with the approval of the Personnel Department.

Vacation leave is granted when the working conditions of the department are such that an absence will not hinder the handling of the work. Vacation leave will not be granted at such times as will require the employment of temporary help during the vacation of the regular employees.

Sick leave

Full-time library employees are entitled to 10 days sick leave per year, computed on the basis of a five-day work week. This ammounts to .833 days per month. Remember that sick leave as well as other leave is to be reported to the Business Office at the end of each month.

Information regarding sick leave may be found in the UNC Employee Handbook. The rules regarding sick leave may be summarized as follows: Sick leave may be granted:

a. For incapacity due to personal illness (Supervisor may require doctor's note after three days.).
b. Upon a death in employee's immediate family, not to exceed three days.
c. In case of injury on the job.
d. For medical appointments requiring absence in excess of two hours.

Sick leave may not be granted for:

a. Illness of a member of employee's family. In such cases annual leaves must be used. If annual leave has been exhausted, leave without pay will apply.
b. Maternity leave. Accumulated sick leave will be held until employee's return from maternity leave of absence.

Sick leave may accumulate indefinitely and may be transferred from one department to another. Employees are not paid for accumulated sick leave balance at the time of separating from University service. However, unused sick leave at the time of retirement may be added on a day-for-day basis to the employee's length of time of service.

Petty leave

On January 1 of each year full-time University employees are given 14 hours of petty leave for the calendar year; this amounts to 70 minutes per month. This type of leave permits staff members to attend to personal business which cannot be handled after working hours, for example, medical appointments, late reporting for work, etc. Whenever possible this leave should be requested in advance to permit the work of your department to continue smoothly.

Petty leave may be taken in units of 15 minutes. Not more than two hours of petty leave may be taken at one time. Petty leave does not accumulate from year to year.

Univ. North Carolina

"Coffee breaks"

A rest period or coffee break is authorized in the Personnel Regulations for the Consolidated Library of North Carolina, Par. 2, 4, which states:

> "Rest periods of not longer than 15 minutes, once in the morning and once in the afternoon, may be granted employees. Such periods are a privilege which may be withdrawn by the department head and should be withdrawn if abused."

It should be noted that you cannot "save" your breaks in order to accumulate extra vacation time or to leave early. The rest periods are a privilege granted for a specific purpose and cannot be used to augment leave time.

Other leave with pay

An employee serving on jury duty is entitled to leave with pay during the period of his required absence. He is entitled to his regular compensation plus the compensation of fees received for jury duty.

A permanent employee who is a member of the National Guard, State Guard, or reserve components of the U.S. Armed Forces is entitled to leave without loss of pay or time, on days he is ordered to military duty for training or other military purpose.

Such an employee may be required to submit a copy of his orders to the Personnel Department from the appropriate military officer as evidence of the duty for which this leave is granted.

Leave without pay

If you are unable to work for an extended period because of illness or if you want to stop working temporarily to continue your education, the University may grant you a leave of absence without pay. The maximum amount of leave under these terms is 12 months.

Leave without pay is granted to permanent full-time University employees for periods of active military duty with the U.S. Armed Forces as a result of draft or conscription or for a period of one voluntary enlistment not to exceed four years.

Maternity leave

Department heads are required to grant maternity leave. An employee usually is not expected to work beyond the end of the eighth month. When an employee knows she is pregnant, she must advise her supervisor. She must also complete the Maternity Leave Request form, available in the Business Office, and have her physician complete the Physician's Certificate. These forms should be submitted to the Business Office. Prior to the employee's departure, the Business Office will make an Exit Interview appointment for her with the Staff Planning Section of the University Personnel Department in Battle Hall.

Normally the employee will return to work six weeks following childbirth. She should return through the Staff Planning Section. At that time she will be required to submit her physician's written statement certifying her ability to return to work on that date. This statement is dated not earlier than one week prior to the effective date of her actual return to work.

When a change in the employee's condition arises in question as to her ability to return to work on the original return date, she must present her physician's written statement, reflecting the revised date. The University reserves the right to refer employees to its physician for medical determination.

UNC Library Staff Association Handbook

1972

(Univ. North Carolina)

from: Handbook of Information
for office and library assistant employees
Princeton University, May, 1970

tion (Social Security). The other covers Federal Withholding Tax. There are no payroll deductions at the University for New Jersey State Disability Insurance or Unemployment Insurance since University employment at present is not covered under either program.

OVERTIME

In many offices, departments, and laboratories it occasionally may be necessary to ask employees to work beyond their normal schedule. In this event the hours will be compensated as follows:

(1) Hours worked between 7¼ and 8 on a regularly scheduled work day will be paid at straight time.
(2) Time worked in excess of 8 hours on a regularly scheduled work day will be paid at time and one half (or the established overtime rate for the job).
(3) Time worked in excess of 40 hours in any one week will be paid at time and one half (or the established overtime rate for the job).
(4) Authorized overtime hours worked on the seventh consecutive work day in one work week will be paid at double the straight time rate.
(5) Hours worked on announced holidays will be paid at time and one half (or the established overtime rate) in addition to the normal day's pay.

(6) In computing hours worked in a regularly scheduled work week, announced holidays and earned vacation days will count as days worked but absence for personal reasons including illness will not count.

PROMOTIONS

It is the policy of the University to promote, whenever possible, employees with recognized qualifications or potential to higher levels of responsibility. We encourage our employees to talk with their supervisors regarding job opportunities and also to discuss career possibilities with the Office of Personnel Services. Through personal interviews with representatives of the Office of Personnel Services, information will be gathered about your talents and desired job objectives which can be reviewed for both future placement and training.

ABSENCES WITH PAY

The following are absences for which you may be paid.

ILLNESS

Paid sick time is a privilege to be used only when needed. This policy is designed to provide you with an uninterrupted income in time of illness, relative to your length of service.

You are expected to report promptly to your supervisor any time lost due to illness, and bring a physi-

cian's report for any illness of five (5) or more consecutive working days or for repeated absences.

The allowances shown below give recognition to your years of service, and are renewable each year on your employment anniversary date. One half of the unused full base pay days can be carried forward from year to year until a maximum of 40 days over the current year's allotment is reached.

Service Period		*Full Base Pay*	*Half Pay*
Beginning of:	*Through:*		
1st month	6th month	5 days	—
7th month	12th month	10 days	—
2nd year	5th year	20 days	Next 22 weeks
6th year	10th year	30 days	Next 20 weeks
11th year	15th year	40 days	Next 18 weeks
16th year	Termination	60 days	Next 14 weeks

When full base pay days are carried over, the number of weeks at full pay plus the number of weeks at half pay will not exceed a total of 26.

No payment will be made for unused sick time at the time of termination.

PART-TIME EMPLOYEES. If you are a Part-time Employee you may be paid for 5 absences per year due to illness.

JURY DUTY

Jury duty is considered a civic responsibility. If you are called for jury duty, your salary will be continued

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at its regular rate, but you are expected to report for work for all or part of any regular work days which are not occupied by required attendance at court.

In the event of a jury assignment extending beyond two weeks, the University reserves the right to pay you only the difference between your normal salary and the salary received for jury duty.

RESERVE ACTIVE DUTY TRAINING

If you are a member of a military reserve unit which requires active duty training, you will be allowed up to fifteen (15) calendar days of leave of absence annually to meet your commitment. The University will pay the difference between your military base pay and your University wages for these periods. Arrangements should be made with your supervisor for this type of absence as soon as you are informed of the dates of your duty. You will also be required to contact the Personnel Office in advance of your leave so that proper pay arrangements can be made.

MARRIAGE

The last working day prior to the day of your marriage may be taken off with pay. If your supervisor approves, additional time may be taken as vacation or leave without pay. You should notify Personnel Services prior to your marriage to arrange for any changes in your Hospitalization and Surgical Insurance Plan, and Life Insurance policies. A name change for women should also be reported.

Benefits

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HOLIDAYS

You are assured ten and one-half (10½) paid holidays annually which include Independence Day, Labor Day, Thanksgiving Day, day following Thanksgiving, Christmas, New Year's Day, Good Friday and Memorial Day. The remaining two and one-half (2½) days shall be designated annually on the Schedule of Holidays Announcement sent to departmental chairmen and office heads to supplement the above and in general provide long weekends whenever possible. In any case, a designated holiday occurring on a Saturday will be celebrated on the preceding Friday; such a holiday occurring on Sunday will be celebrated on the following Monday. Due to special work requirements, the Library follows a slightly different holiday schedule. New employees of the Library should check with their supervisors on the holiday schedule.

PART-TIME EMPLOYEES. If you are a Part-time Employee you receive only holidays occurring on a regularly scheduled work day.

VACATIONS

Annual paid vacations are important to your general well-being. If you have a full year of service with the

University on June 30th you are entitled to a full month of vacation. If you have less service your vacation allowance is computed as follows:

.424 × number of weeks worked through June 30th = vacation earned.

Example:

An employee starting work in early October will normally work 38 weeks through June 30th. Applying the above formula he will accrue 16 vacation days. (.424 × 38 = 16)

When vacations are split, one month is equal to twenty-two working days.

Vacations are normally taken in the summer months, but may be taken at other times if the work schedule of the department concerned permits. Vacations may not be taken during the academic year if you must have a temporary replacement. Vacations may not be taken before they have been earned. Unused vacation time may not be carried forward to the succeeding year; the vacation year is July 1 to June 30. In the year in which an unpaid leave of absence has occurred, earned vacation is computed on the basis of the months that have been worked during the vacation year. Those leaving the employ of the University receive pay in lieu of unused accrued vacation in accordance with the paragraph on Unused Accrued Vacation (see page 37).

PART-TIME EMPLOYEES. If you are a Part-time Employee you accrue vacation time on the basis of .424 days per weeks worked through June 30th and

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the percentage of work week or work year you are employed.

Example:

An employee hired to work 18 hours a week (half-time) who starts on July 1st will work 52 weeks through June 30th and will accrue 11 vacation days. (.424 × 52 weeks × .5 = 11)

All other provisions of the policy on vacation are the same as those previously described for Regular Employees.

EMPLOYEE EDUCATION ASSISTANCE

For courses successfully completed outside the University which are related to your work you may receive reimbursement for one-half the cost of tuition and relative costs (books, etc.). Similar payment may be made for courses not relevant to your present job, but which may be significant with respect to some future job with the University. All courses must be taken through a reputable school and at times which do not interfere with your regular work schedule. Application for educational assistance should be made in advance through the Office of Personnel Services.

CHILDREN'S EDUCATION LOANS

Employees with over five consecutive years of full-time service may receive loans not to exceed $1,000 a year

from: Rules and Procedures of the Professional Library Staff of Princeton University
July, 1968

performance, with future salary adjustments and promotions when appropriate.

Except in the event of dismissal for cause, members of the Professional Library Staff will be entitled to a notice of termination of employment at least three months in advance; staff members on continuing appointment will be given a minimum notice of six months. Comparable notice of resignation should be given by staff members.

Before a member of the Professional Library Staff is removed from his position he is entitled to receive from his supervisor a statement in writing of the reasons for the proposed removal. If he wishes, he may receive a hearing before the Personnel Review Committee. In addition, a professional staff member subject to dismissal may appeal to the Dean of the Faculty.

IV. Vacations and Holidays

Vacations are computed on the basis of the amount of time worked during the fiscal year of the University which runs from July 1 through the following June 30. Members of the Professional Library Staff who have completed a full year or more of service by June 30 will receive a full month of paid vacation equivalent to twenty-two (22) working days. Individuals who have completed less than a full year of service by June 30 will receive a vacation proportional to the number of full months of service prior to June 30, computed to the nearest full day. Vacations are not accumulative from year to year and should be taken before March 31 of the year following that in which the vacation was earned.

Members of the Professional Library Staff who leave the service of the University, and who have earned vacation which has not been taken, will receive termination pay not to exceed one month (except that individuals who leave without appropriate notice may forfeit terminal leave pay).

Official University and Library staff holidays are announced early in each year. Since the Library does not close on all of these holidays, members of the staff whose duties require them to be present on holidays may substitute other days.

V. Leave

A. *Sick Leave*

Sick leave with pay for members of the Professional Library Staff will be provided for a period of time proportional to their length of service. The responsibility for determining the merits of each individual case will rest with the University Librarian, except that sick leave in excess of six weeks for any individual for any one year must be approved by the Dean of the Faculty.

B. *Leave for Temporary Employment*

Leave without pay may, under appropriate circumstances, be recommended to the Dean of the Faculty by the University Librarian. When leaves are for the purpose of accepting temporary appointment in another institution, it is expected that the employing institution will provide, by salary adjustment or otherwise, the University's contribution to the member's annuity policy for transmission by the member along with his own contribution. Arrangements for handling salary payments as well as benefits should be discussed with the Controller before terms for outside employment are completed.

C. *Leave for Scholarship or Research*

In order to increase professional competence and to contribute to the advancement of learning, individuals may, in special circumstances, be granted up to a year's leave at half pay or six month's leave at full pay. Proposals for leave should contain a full account of the project to be undertaken and, after approval by the appropriate department head, will be reviewed by the Personnel Review Committee, which will forward them with its recommendation to the Dean of the Faculty. These leaves, like those for members of the Faculty, are not automatic.

D. *Professional Activities outside the University*

The primary obligation of every member of the Professional Library Staff is to carry out the services of the Library. His obligation is not merely to work during particular hours on particular days, but is professional in character. No outside employment which conflicts with this primary obligation may be undertaken.

THE UNIVERSITY OF TENNESSEE - KNOXVILLE
PERSONNEL POLICY

EFFECTIVE:	SUBJECT:
4-1-72	Sick Leave

Objective:

To protect permanent employees against loss of earnings due to illness and to provide time off to employees in event of illness or death of certain family members.

Definition:

Sick leave is absence due to illness or injury of an employee or the illness or injury of an immediate family member (viz. parents, children, or spouse).

Policy:

Permanent full-time employees shall accrue sick leave at the rate of twelve (12) days per year (one day per calendar month). Permanent part-time employees shall accrue sick leave on a pro-rata basis depending on the number of hours worked.

To be eligible for sick leave an employee must accumulate at least six (6) months of continuous service credit.

Sick leave pertains primarily to the sickness of an employee. However, in cases where the employee must be absent because of illness or death in the immediate family, (parents, children, spouse), sick leave may be applied. Routine medical examinations such as annual physical examinations, dental appointments, eye examinations, etc. are not covered under sick leave. These must be scheduled during an employee's non-working hours.

The University may require a physician's statement of illness or injury before payment is made. A physician's statement of ability to work may be required before the employee is allowed to resume work.

Abuse of sick leave by an employee will result in the withholding of payment and possible additional disciplinary action.

EFFECTIVE:	SUBJECT:
4-1-72	Vacation

b. Permanent employees with five (5) years through nine (9) years of continuous service credit accumulate vacation leave at the rate of one (1) work-week for every four (4) months of service or three (3) work-weeks per year. Vacation is computed at 1.25 days per month.

c. Permanent employees with ten (10) years through twenty (20) years of continuous service credit accumulate vacation leave at the rate of eighteen (18) work days per year. Vacation is computed at 1.50 days per month.

d. Permanent employees with twenty (20) years or more continuous service credit accrue vacation leave at the rate of twenty-one (21) work days per year. Vacation is computed at 1.75 days per month.

e. Employees with an annual salary of $10,000 or more accrue vacation leave at the rate of twenty-one (21) work days per year. Employees on abbreviated or part-time work schedules, who, when pro-rated would be earning $10,000 or more a year, accrue vacation at a rate of twenty-one (21) days per year. Vacation is computed at 1.75 days per month.

f. Employees on abbreviated or part-time work schedules are pro-rated to determine vacation leave.

Personnel may carry forward from one calendar year to the next the number of days vacation leave which they earn in that year. The maximum amount of vacation leave which may be accumulated may not exceed two times the annual rate of leave. Example: If an employee's annual rate of leave is two weeks per year, he may accumulate leave to a maximum of four weeks after two years of continuous service. Any leave which accumulated above the maximum will be forfeited.

Scheduling - Personnel may take no more than two (2) consecutive weeks of vacation without specific approval by their supervisor. The remaining vacation leave may be used at other times during the year to cover short periods of absence needed for recreation, rest, or other personal reasons.

Pay for Unused Leave - On termination of employment, employees will be paid for unused vacation leave. Employees may accumulate up to the number of days vacation to which they are entitled in one year and be paid for it.

THE UNIVERSITY OF TENNESSEE - KNOXVILLE
PERSONNEL POLICY

EFFECTIVE:	SUBJECT:
4-1-72	Vacation

Objective:

To provide permanent employees with regular periods for rest and relaxation away from the work environment and reward for continuous service.

Policy:

Service Year - The service year is the twelve (12) month period of earned continuous service credit immediately following the date on which the employee is classified as a regular full-time employee or regular part-time employee and each twleve (12) month period thereafter. Computation of vacation shall be based on the employee's anniversary date with the University.

Vacation Year - The vacation year is the annual period between January and December. It begins with the first day of the first complete pay period in a calendar year and ends with the last working day in that calendar year. Although vacation leave is computed using the service year, leave records will be accounted for and controlled on a vacation year basis.

Eligibility - A permanent employee must be employed for a period of six (6) months before he will be credited with vacation leave earned during the first six months period. Re-employed persons must serve a new six months qualifying period.

An employee must be actively employed in order to earn vacation leave. ("Actively employed" does not include any period of unpaid absence.)

Employees are eligible for their first vacation leave after one year of continuous service. However, if due to the work situation it is more convenient to grant an employee leave prior to the completion of one year of continuous service, the Department Head may schedule one week's vacation after six months continuous service.

Payment of vacation leave shall be made at the employee's regular rate of pay at the time of vacation.

VACATION ACCRUAL

Policy on Vacation Accrual is as follows:

a. Permanent employees for the first five (5) years of continuous service credit accumulate vacation leave at the rate of one (1) work week for every six (6) months of service, or two (2) weeks a year. Vacation is computed at .833 days per month.

THE UNIVERSITY OF TENNESSEE - KNOXVILLE
PERSONNEL POLICY

EFFECTIVE:	SUBJECT:
4-1-72	Sick Leave

Objective:

To protect permanent employees against loss of earnings due to illness and to provide time off to employees in event of illness or death of certain family members.

Definition:

Sick leave is absence due to illness or injury of an employee or the illness or injury of an immediate family member (viz. parents, children, or spouse).

Policy:

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The University may require a physician's statement of illness or injury before payment is made. A physician's statement of ability to work may be required before the employee is allowed to resume work.

Abuse of sick leave by an employee will result in the withholding of payment and possible additional disciplinary action.

EFFECTIVE:	SUBJECT:
4-1-72	Vacation

b. Permanent employees with five (5) years through nine (9) years of continuous service credit accumulate vacation leave at the rate of one (1) work-week for every four (4) months of service or three (3) work-weeks per year. Vacation is computed at 1.25 days per month.

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e. Employees with an annual salary of $10,000 or more accrue vacation leave at the rate of twenty-one (21) work days per year. Employees on abbreviated or part-time work schedules, who, when pro-rated would be earning $10,000 or more a year, accrue vacation at a rate of twenty-one (21) days per year. Vacation is computed at 1.75 days per month.

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THE UNIVERSITY OF TENNESSEE - KNOXVILLE
PERSONNEL POLICY

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Eligibility - A permanent employee must be employed for a period of six (6) months before he will be credited with vacation leave earned during the first six months period. Re-employed persons must serve a new six months qualifying period.

An employee must be actively employed in order to earn vacation leave. ("Actively employed" does not include any period of unpaid absence.)

Employees are eligible for their first vacation leave after one year of continuous service. However, if due to the work situation it is more convenient to grant an employee leave prior to the completion of one year of continuous service, the Department Head may schedule one week's vacation after six months continuous service.

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Personnel Manual
Univ. of Illinois Library

Monthly statements of sick leave benefits are distributed to departments by the Library Office. These reports are produced by the campus Personnel Services Office.

Disability benefits available from the State Universities Retirement System are described in its Handbook of Information.

Maternity Leave

Maternity leave is granted to all nonacademic women upon request. Pregnancy by itself is not a disabling condition for any fixed period of time. When medical opinion acceptable to the campus Health Center indicates that a woman should stop working because of pregnancy, the department head will review the pertinent facts and grant maternity leave. Such leave shall continue until an acceptable medical opinion indicates that the employee is able to return to work.

Maternity leave will be charged to accumulated sick leave with pay and, if this is insufficient, to approved leave of absence without pay as needed to continue the employee in leave status until she is able to return to work. The employee also will be given the option of using any accumulated and unused vacation in lieu of leave of absence without pay.

Assistance in obtaining maternity leave and preparation of the necessary papers are handled by the Library Personnel Office.

Leaves of Absence

Leaves of absence without loss of pay and in some instances without pay for reasons other than disability may be granted by the University through the Director of Personnel Services where in his judgment the recommendations are reasonable and have the approval of the employee's department.

Jury Duty Leave

An eligible employee, upon his request, shall be granted a leave of absence without loss of pay when called for jury duty. Such time is reported on the Monthly Time Sheet and the amount of pay for jury duty must be noted.

An employee serving jury duty is expected to report for work whenever his services are not required by the Court. If after being excused by the Court four or more hours remain in his University work schedule for that day, an employee must call his supervisor for instructions unless earlier arrangements have been approved.

Military Leave

Leave of absence with pay at his regular rate shall be granted an eligible employee who is an officer or enlisted man in the Illinois National Guard, the Illinois Naval Militia, or the reserve components of the Armed Forces called for limited training or emergency call-up. The length of the military leave for limited training with pay will not exceed standards established by federal or state regulations for training activities required to maintain standing in the above military units. If this training extends beyond fifteen days the employee will be granted leave without pay for such additional days.

LEAVE OF ABSENCE WITH SALARY (SABBATICAL)

PURPOSE: To provide a period of time for study, research, or appropriate pursuit, the object of which is to enable the recipient to increase his usefulness in his work with the University. A leave with salary (sabbatical) is a privilege which may be granted to an individual who has demonstrated, preferably by published or otherwise recognized work, substantial ability in scholarship, research and teaching, or other creative work.

ELIGIBILITY FOR FACULTY MEMBER: A regular faculty member who qualifies under the "Intent" above may apply for such a leave only after he has served the University effectively for a minimum of six (6) calendar years, including at lease eighteen terms of full-time active service in the rank of Professor, Associate Professor, Assistant Professor, Senior Research Associate, Research Associate, Librarian, Associate Librarian, or Senior Assistant Librarian. (This includes academic administrators carrying such ranks.)

ELIGIBILITY FOR CERTAIN STAFF-EXEMPT PERSONNEL: The following personnel who have served the University effectively for a minimum of six (6) calendar years of active, full-time service and who have arranged to use the leave for graduate training as regularly enrolled students working toward an advanced degree are eligible to apply:

1. County Agricultural Agents or Home Economics Extension Representatives (including those at the Assistant and Associate ranks).
2. Continuing Education personnel with the job titles of Assistant Director for Continuing Education, Area Director, Area Representative including Coordinators and Specialists in various subject matter or program areas.
3. Staff-Exempt personnel permanently assigned away from University Park and whose positions require the attainment of advanced degrees in the judgement of the appropriate functional member of the President's Staff.

ELIGIBILITY FOR OTHER STAFF MEMBERS: When unusual circumstances warrant, staff members who have served the University effectively for a minimum of six (6) calendar years of active full-time service may apply. Such applications require, in addition to the President's approval, approval of the Board of Trustees.

AGE LIMITATION: A leave with salary is not granted to an individual after the fiscal year in which he reaches his 62nd birthday.

ENCOURAGE APPLICATIONS: Deans and department heads should encourage faculty to apply for leaves of absence with salary when it seems apparent that such leaves are in the best interests of the University.

APPLICATIONS FOR LEAVE: Application for leave with salary (sabbatical) shall be made on a form provided by the University (General Forms Usage Guide Form G 5.19, see page 4.22) and shall be submitted with the recommendation of the department head and dean or Director of Libraries to the President of the University via the Staff Committee on Academic Leaves and Promotions.

DEADLINE FOR APPLICATION: Applications for leave with salary shall be submitted no later than February 1 of the preceding academic year.

APPROVAL OF LEAVES WITH SALARY: The decision on applications for leaves with salary will be made by the President after consideration and recommendation by his Staff Committe on Academic Leaves and Promotions.

PRESENTATION BY DEAN OR DIRECTOR OF LIBRARIES: The deans or the Director of Libraries will be prepared to present in person to the President's Staff Committee on Academic Leaves and Promotions evidence supporting applications for leaves with salary. It is essential that the applicant submit a carefully developed plan for the use of the leave indicating how the completion of the plan will enable him to improve his research and/or teaching and other services to the University.

(Continued)

LENGTH OF LEAVE:

The leave with salary may be granted for a maximum of one calendar year (four terms).

The period of leave may include terms in two academic years.

SALARY PAYMENTS WHILE ON LEAVE:

Those eligible for a leave with salary may elect to apply for any of the following options:

Terms of Service	Leave
18 terms	(a) 1 term with full pay plus credit for 1/2 term with full pay
	(b) 1 term with full pay and 1 term with half pay
	(c) 2 terms with 3/4 pay
	(d) 3 terms with half pay
24 terms	(e) 2 terms with full pay
	(f) 4 terms with half pay
	(g) 6 months with full pay
	(h) 12 months with half pay

Credit for leave with salary may accumulate up to but not exceed a total of two terms with full pay, or four terms with half pay (six months with full pay, or twelve months with half pay).

MEMBERSHIP IN EMPLOYEE BENEFITS WHILE ON LEAVE:

An individual who is granted leave and who is a member of the University's insurance programs is required to maintain his membership during his leave. If he is a member of a retirement plan in effect at the University, he is required to continue to contribute to that plan. The amount that he contributes is determined by the salary received from the University during leave. (NOTE: An individual who is granted a leave of absence with less than full salary within five years of retirement should contact the Employee Benefits Division to determine in what manner the leave of absence will affect his retirement income).

ELIGIBILITY FOR EDUCATIONAL PRIVILEGES:

A person who is on leave of absence with salary and who is eligible for educational privileges will retain these privileges during the period of his leave. Dependents of faculty or staff members who are eligible for Grants-In-Aid will retain this eligibility during the time that the staff member is on leave with salary.

RETURN TO ACTIVE SERVICE REQUIREMENT:

Individuals granted leaves with salary are required to return to full-time active service with the University for two (2) consecutive contractual years or, if they do not return or do not remain for the full two years, to refund all of the salary received from the University during the leave. There will be no proration of the amount to be returned if an individual remains for any time less than the two years.

REPORT OF WORK ACCOMPLISHED:

Individuals granted leaves with salary are required, at the conclusion of the leave, to submit, via the department head and dean of the college, to the President of the University a report of the work accomplished during the leave, and indicating how he believes that the experience has improved his capacity to serve the University.

SUBSEQUENT LEAVES WITH SALARY:

An individual becomes eligible to apply for a subsequent leave with salary under the terms and conditions specified above, provided that a period of at least six (6) calendar years of active full-time service has passed since he last commenced a previous leave with salary.

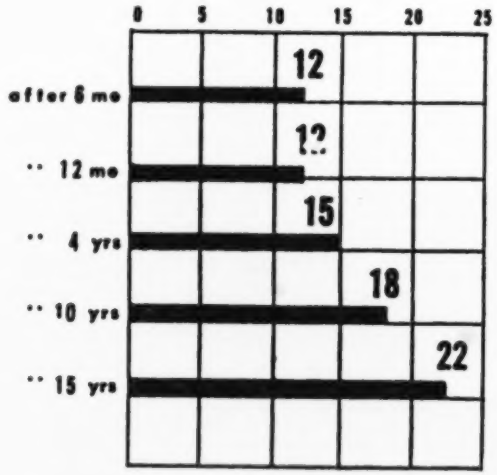
Wayne State University and You (nonacademic handbook) Dec. 1, 1970

VACATIONS

Vacation allowances range from 12 days a year for beginning employees to 22 days for those who have completed 15 or more years of service. New employees are credited with 6 vacation days after they have completed 6 months of service, with continued accrual of days to the amount of 12 days for the first year.

Vacation schedules are arranged by the supervisor, taking into account your preferences and the work load in your College or Division.

DAYS ANNUALLY"



ABSENCE-WITH-PAY BANK

Absences for illness, emergencies and certain special situations are charged to your Absence-With-Pay bank. Days for this bank are accumulated as follows:

12 days for each fiscal year, pro-rated for new employees depending on the date of intital assignment.

5 days each fiscal year, beginning after one full fiscal year (July 1-June 30) of service.

This bank is cumulative to a total of 200 days. The current total appears in the "Illness" block on your paycheck.

The following absences are chargeable to your Absence-With-Pay bank:

-Personal illness or injury
-Quarantine
-The death of a member in your immediate family (up to 5 consecutive working days)
-Emergency care of a member in your immediate family (up to 2 consecutive working days)
-Attendance at the funeral of a friend, or a relative not in your immediate family (up to 1 working day)
-An *emergency* medical or dental appointment
-Two days for any personal reason (e.g., observance of a religious holiday, a scheduled medical or dental appointment, etc.) each fiscal year, subject to the following:

(a) You must have worked at least 9 months in order to be eligible for these days off with pay.

(b) You may use only 2 days in any given fiscal year. These two days should be designated as "illness" days on the Exception Report, with the note, "all purpose day" placed in the Remarks portion of the Exception Report.

Absences for any purpose other than those listed above must be charged to vacation or personal business.

DISABILITY INCOME

For your further security, the University underwrites the full cost of disability income insurance for employees who have completed five years of service. Further information about this plan may be obtained from the Office of Staff Benefits.

INSURANCE

The University pays the full cost of a $5,000 group life insurance policy for full time employees. Supplemental insurance may be purchased through the University at a subsidized rate.

The University subsidizes two excellent group Health and Accident insurance plans through the Massachusetts Mutual Life Insurance Company and the Community Health Association.

Details of the above insurance plans may be obtained from the Staff Benefits Office.

Wayne State

HOLIDAYS

The University observes the following 6 holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

When one of the above six holidays falls on a Saturday or a Sunday, another day shall be observed as the holiday.

The Friday after Thanksgiving, and two other days designated by the President each year, are given as "days off with pay."

RETIREMENT

A sound retirement plan has been developed by the University to provide financial security for its employees in their later years. When you have reached age 30, and have been with the University two full years, the University will contribute each month to your pension fund a sum equivalent to 10% of your salary, upon your contribution of 5% of your salary. You may also deposit additional money if you so desire. If you leave the University, you may elect to keep this investment for later pension income, or, if you have been in the plan less than five years, or have less than $2,000 of your own money on deposit, you may withdraw the money you have contributed. *If you wish to join the pension plan on an individual basis prior to age 30 and two years of service,* check with the Staff Benefits Office. All other details of the University Retirement Plan are also available from this office.

a. Hired July through December - 8 credit hours
b. Hired January through March - 4 credit hours
c. Hired April through May - 2 credit hours
d. Hired in June - No credit

3. Funeral Attendance
Librarians, administrative-professionals, clerical-technical personnel, and labor personnel are eligible upon employment for leave to attend the funeral of a member of the employee's immediate family. The employee will be excused from work without loss of pay from the day of death until the day after the funeral, but nor for more than a total of three days.

4. Leave Policy Relating to Pregnancy for Librarians, Clerical-Technical, Administrative-Professional, and Non-Union Hourly Employees Who Work Half Time or More

Illness or Disability

1. Accrued sick leave with pay may be used for illness or disability associated with pregnancy when an employee is unable to perform all of the duties of her position. This may be requested on the regular Report of Absence form with a statement from a physician giving the expected date of delivery.

2. If an employee has exhausted her paid sick leave and she is still physically unable to perform her job she may request an unpaid sick leave for up to three months provided she has been employed by the University for at least three months. Upon returning from unpaid sick leave for up to three months, the employee will be returned to the position (or a comparable position) held at the commencement of the leave.

3. After the initial three month period, an extension of unpaid sick leave for up to two years may be granted, however, the employee must have prior agreement with the University for her return to work.

Personal Leave for Child Care

1. A personal leave for child care, without pay, may be granted for up to one month or less and the employee will be returned to the position held at the commencement of the leave.

2. An extension of up to five months may be granted, however, the employee must have prior agreement with the University for her return to work.

University of Pennsylvania

Benefits Handbook for University Employees

(identical statement appears in Benefits Handbook for Faculty and Administration)

Marriage – An employee who plans to marry and to continue with the University after marriage will be permitted an absence, with full pay, of one week. If additional time is desired and the supervisor can arrange the work schedule, the additional time may be granted as leave of absence without pay or treated as vacation allowance.

Maternity – The inability of a woman to carry out normal duties due to or contributed to by pregnancy or childbirth, including miscarriage or abortion, will be treated as a temporary medical leave and will entitle an employee to all sick leave benefits currently in force for the individual, including the right to draw on sick leave and vacation time. A prolonged absence due to medical reasons attached to pregnancy or childbirth may also be treated as a temporary disability for those eligible for temporary disability payments.

Female personnel who have completed six months of service before taking a medical leave for childbirth will also be entitled to personal leave for child rearing without pay or benefits for up to five months following the termination of the allowable period of sick leave with full pay. Premiums which would normally fall due during this period must be paid quarterly in advance by the employee to maintain continuous coverage during the leave period. There will be no accrual of sick leave, vacation or retirement credits during this period of leave without pay.

If the position of an employee cannot be left vacant or filled on a temporary basis during the period of leave without pay, it may be filled with the understanding that the employee may return to a position of equivalent status elsewhere in the University at the conclusion of the maternity leave.

Military – An initial leave of absence of two years duration may be granted for extended active military service to employees called or volunteering for such duty. Such leaves will be renewed on a year-to-year basis with the understanding that except in time of war the total leave would not exceed a maximum of forty-eight consecutive months. The individual on military leave would be expected to apply for return to active University status within ninety days following the discharge from active military duty.

Extended active military service leaves will be without pay. The employee may continue the protection of eligible dependents under the hospitalization, medical-surgical, and major medical programs by paying in advance on a semi-annual basis the employee's share of premiums for these coverages.

The employment of a replacement for the employee on military leave will be for a temporary period not longer than the duration of the military leave of the original person. The new staff member will be otherwise considered in regular employment status and eligible for the privileges of a permanent staff member.

Personal – Leaves of absence without pay to regular employees for personal reasons may be granted providing the following points are met and understood:

The employee will present the leave request in writing to the department head stating the desired dates of leave for a period not to exceed six months.

from: Benefits Handbook for Faculty and Administration
Univ. of Pennsylvania, June, 1973

Faculty members, because of their nine-month
vacation. However, other faculty who receive an ann
one month per year. The departmental chairman
vacation period within the scheduled needs of the dep

A member of the administrative staff is eligible
each year. The vacation period will be scheduled by t
or dean with due consideration to the requests of
Vacation time may not accumulate from year to year.
of less than one year will have their vacation determined on a pro-rata basis.

In addition to the above, there is a special vacation of one week for administrative personnel. This is taken generally between Christmas and New Year's Day. However, because of the demands of certain offices, this special vacation period may be scheduled at some other more convenient time. Faculty are generally free from a few days before Christmas (end of first semester) until around mid-January, when the second semester begins.

Spring vacation, which only concerns the faculty and students, is usually a week in the middle of the second semester.

Scholarly Leave of Absence

A scholarly leave of absence is a means of recognizing a faculty member's value to the University, and potential for future growth in a field of knowledge, art or profession; it is also a means of providing time to devote, without reservation or distraction, to a particular problem or study. Scholarly leaves will be granted to faculty members who propose an appropriate program of study and research, provided that adequate fiscal and personnel resources are available to the University.

Any assistant professor, associate professor, or professor is eligible for an initial leave of absence after a period of six or more continuous years of full-affiliated, fully-salaried service at the University of Pennsylvania at the rank of instructor or above.

Additional scholarly leaves of absence may be granted to an individual periodically during the career at Pennsylvania, and ordinarily will be granted after the sixth year following the completion of a previous leave, unless the previous leave was delayed for the convenience of the University. In the latter case, the period of delay shall be considered as a part of the next qualifying period of service. Under appropriate circumstances, requests for leaves have been granted before the six-year period has been completed.

Except in unusual circumstances, a scholarly leave will be granted only to a faculty member who has an appointment with the University that continues after and who, at the time of application, intends to return to the

expected to inform the University of financial circumstances, fellowship, stipend or other compensation to be received, so may make arrangements for appropriate financial support. Such be presented as soon as it is available, whether before or after of an application. The faculty member is encouraged to obtain whole or in part, wherever possible. Where outside support is versity will pay a faculty member on leave an amount up to the base salary for one semester, or one-half of the base salary for two semesters.

A faculty member granted scholarly leave is expected to arrange with the Personnel Department for the continuation of benefits during the leave. Where benefits are not financed entirely by the agency which sponsors the research or study, the University will make the same contributions toward the cost of these benefits as it would have made if the faculty member had not been on leave, provided that the individual continues contributions to the employee benefit plans.

A member of the faculty intending to apply for leave should so inform the department chairman when planning is in its initial stage. The application should be by formal letter, addressed to the department chairman, with copies to the appropriate dean and the Provost, and should ordinarily be submitted by November 30 of the academic year preceding that in which the leave is desired. This letter should include information concerning the purpose and duration of the leave, a brief summary of the scholarly work to be undertaken, the level of support sought from the University for salary and benefits, and the level of support either being sought or already secured from non-University sources, if any.

A department chairman will consider each request for leave on its merits and n comparison with other requests within the same academic year, and will forward it to the dean with a statement recommending approval or rejection.

Upon receipt of the letter of request from the department chairman, the dean will draft a letter stating his/her views and forward it to the Office of the Provost for presentation to the Provost's Staff Conference for action.

Maternity Leave of Absence

The inability of a woman to carry out normal duties due to or contributed to by pregnancy or childbirth, including miscarriage or abortion, will be treated as a temporary medical leave and will entitle a faculty or administrative staff member to all sick leave benefits currently in force for the individual, including the right to

draw on sick leave[1] and vacation time. A prolonged absence due to medical reasons attached to pregnancy or childbirth may also be treated as a temporary disability[2] for those eligible for temporary disability payments.

Female personnel who have completed six months of service before taking a medical leave for childbirth will also be entitled to personal leave for child rearing without pay or benefits for up to five months following the termination of the allowable period of sick leave with full pay (see section on Personal Leave). In the case of faculty, this personal leave shall be arranged in consultation with the Dean to conform as much as possible to the academic calendar. Premiums which would normally fall due during this period must be paid quarterly in advance by the employee to maintain continuous coverage during the leave period.

There will be no accrual of sick leave, vacation or retirement credits during this period of leave without pay; nor, in the case of faculty, shall this period be counted as part of the probationary period toward the awarding of tenure.

If the position of a faculty or administrative staff member cannot be left vacant or filled on a temporary basis during the period of leave without pay, it may be filled with the understanding that she may return to a position of equivalent status elsewhere in the University at the conclusion of the maternity leave.

Personal Leave of Absence

Faculty Members

The University of Pennsylvania recognizes that occasions may arise when faculty members may wish to request leaves of absence for purposes other than scholarly study or research and will endeavor to be as generous as possible in granting these requests when they are compatible with the best interests of the faculty member, the University, or the community at large.

A leave may be granted to a faculty member of professorial rank to accept a temporary position at another university, in governmental service, or in an agency or industry for which training and experience qualify him/her. Normally, the University will make no contribution toward salary and benefits, although the faculty member is strongly urged to retain the benefits at his/her own personal expense or make the necessary financial arrangements with the interim employer to that end. Procedures similar to those for a scholarly leave of absence govern such an application. Such a leave will not be considered as an interruption in the qualifying period of service for scholarly leave.

Administrative Staff Members

Requests for leaves of absence without pay for personal reasons are processed

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[1] Sick leave for faculty/administrative staff has been considered as 30 work days per year (non accruable).

[2] Temporary disability is considered 'extended leave' under the provision of the LTD plan and will require a physician's certificate of disability (temporarily unable to perform her job duties).

through regular administrative channels. Leave requests for Senior Administrative Officers must receive the approval of the President. Personal leaves for administrative staff members must satisfy the following conditions:

1. The administrative staff member must present in writing to the department head the request for leave without pay stating dates of the leave period and the reason for the request.
2. The department head in endorsing the request must agree to return the individual to active status at the completion of the leave and must consider how the position responsibilities will be met during the intervening period.
3. The leave is not to exceed one year.
4. Premiums which would normally fall due during this period must be paid quarterly in advance by the employee to maintain continuous coverage during the leave period. Individual participation in TIAA/CREF may be continued but the University will not normally make its contributions to the Plan during the leave period.
5. The leave request must carry the approval of the appropriate Vice-President.

Military Leave of Absence

An initial leave of absence of two years duration may be granted for extended active military service to faculty and administrative staff members called or volunteering for such duty. Such leaves will be renewed on a year-to-year basis with the understanding that except in time of war the total leave would not exceed a maximum of forty-eight consecutive months. The individual on military leave would be expected to apply for return to active University status within ninety days following discharge from active military duty.

Extended active military service leaves will be without pay. The faculty or administrative staff member may continue the protection of his/her eligible dependents under the hospitalization, medical-surgical, and major medical programs by paying in advance on a semi-annual basis the employee's share of premiums for these converages. The individual may also continue retirement plan contributions for the period of the leave but without institutional contributions.

The appointment of the replacement for the faculty or administrative staff member on military leave will be for a temporary period not longer than the duration of the military leave of the original person. The new staff member will be otherwise considered in regular appointment status and eligible for the privileges of a permanent staff member.

Travel

The University will support travel by faculty members that is deemed necessary and desirable for the conduct of research and for attendance at

B-1. How Many Days of Vacation Will You Receive?

The University recognizes that rest and recreation are important for your health and well-being.

Vacations

As a Regular employee, you are eligible to take vacation with pay after six months of continuous employment. "Continuous employment" is employment of half time or more, in consecutive pay periods, since the most recent effective date of employment.

The following schedule applies to Regular full-time employees:

One through Nine Years—Two Weeks or Ten Workdays
Ten through Nineteen Years—Three Weeks or Fifteen Workdays
Twenty Years or More—Four Weeks or Twenty Workdays

If you are employed less than a 40-hour week or less than 12 months per year, you earn vacation pay in proportion to your work schedule.

Your vacation period must be scheduled at the convenience of your department, so do not wait until the last minute to schedule it with your supervisor. Remember, you have 18 months to take the vacation you have earned during the fiscal year (July through June) or you will lose the amount you have not used.

The amount of vacation time which you have available to use at the end of each pay period is shown on your check or bank deposit stub. This is expressed in hours and reflects the amount earned minus the amount used. Since earnings are based upon time paid, any adjustments from normal pay, corrections of payments, or time reported, require adjustments on your leave record. Your supervisor will discuss any vacation questions which you might have.

If you are employed in a continuous, temporary, half-time or more position and become a Regular employee in the same department, your vacation is figured from the time you were first employed rather than from the time you were classified as a Regular

You and Purdue (handbook for clerical & service staff)

employee. You then become eligible for paid vacation after six months of employment.

If you resign with at least a week's notice, or retire, you will receive pay for any vacation time you have not used, provided you have been employed at least six months.

If you resign without proper notice, or are discharged, you may not be paid for unused vacation.

If you have used your paid vacation and have been continuously employed for six years, you may be granted additional vacation time *without* pay. It may be granted for purposes of travel, extended visits with family, or for the care of your spouse who is ill or disabled. Vacation without pay will be granted at the rate of one-half calendar month for each year of service, not to exceed one year of combined vacation with and without pay.

B-2. How Many Holidays Will You Have?

As a Regular employee, you will be eligible for eight paid holidays each calendar year. They are:

New Year's Day—January 1
Memorial Day
Independence Day—July 4
Labor Day
Thanksgiving Day
Christmas Day—December 25
The Day Before or After Christmas
Personal Holiday

As the name implies, Personal Holiday, you may use this holiday at your discretion provided you have received prior approval from your supervisor or department head.

You will be eligible for the Personal Holiday after six months of continuous employment. You will be eligible for one Personal Holiday each payroll fiscal year thereafter, but the Personal Holiday is not accruable.

If New Year's Day, Memorial Day, or Independence Day fall on either Saturday or Sunday, then either the preceding Friday or the following Monday will

be designated as the holiday with pay. If Christmas falls on Saturday or Sunday, either the preceding Thursday and Friday, or the preceding Friday and the following Monday, or the following Monday and Tuesday will be declared as the holidays with pay. The President of the University designates the days offices are to be open and closed.

When you are required to work on an official University holiday, you will be compensated for your holiday (normal hours) at your cash hourly rate plus overtime for all hours worked on the holiday.

When a holiday occurs on a day you are normally off duty (if you work other than the normal Monday through Friday week), you will be credited with another day off within your normal schedule as the holiday with regular pay.

You must be in a pay status (at work, on paid vacation, or paid sick leave) on the normally scheduled work day either before or after a holiday in order to be paid for the holiday. You are not eligible for holiday pay if the holiday occurs just before you begin work, or after you terminate employment.

B-3. Funeral Leave

When a death occurs in your immediate family, you will be placed on funeral leave without loss of pay for a *maximum* of three consecutive workdays. When a death occurs not in your immediate family, you may receive a *maximum* of one workday leave without loss of pay.

Members of the immediate family include: spouse, parents, children, grandparents, grandchildren, sisters, brothers, and corresponding in-laws and step relatives. Family members not included above, but residing in the employee's home, are considered immediate family.

Relatives not included as immediate family unless they are in residence in your home are: aunts, uncles, nieces, nephews, and first cousins.

You must arrange with your department head and/or supervisor, for absence to attend a funeral. Then it will be determined, within the maximum allowance, the amount of leave depending upon the

relationship of the deceased to you *and* the distance to be traveled to the funeral.

B-4. Jury Duty Leave

A Regular employee may be granted a leave of absence with a maximum of 80 hours pay at normal biweekly earnings to fulfill civic responsibilities as a juror or witness. After serving more than 80 hours in any one fiscal year (1 July to 30 June), pay will be determined by decreasing the normal weekly earnings by the amount received for jury duty. If you are required to serve, show the subpoena to your supervisor, and he will authorize you to be away from your job.

To receive pay from the University, you must furnish evidence of such duty (usually a subpoena) and the amount paid to you by the court.

If you volunteer for jury duty, or for other duty, you will not be granted leave of absence with pay.

B-5. Military Leave

If you are a Regular employee and are a reserve member of the Armed Forces or Indiana National Guard, you are eligible for an annual leave with pay for a maximum of 15 calendar days or 11 working days in order to report for short tours of duty. You must be in a University pay status on both the work day before and after the tour of duty. Your leave of absence will be granted only for the period you are ordered to active duty plus travel time for a maximum of 15 days.

You may be granted military leave *without* pay for four years if you are drafted, if you enlist, or if you are a Reservist, or a member of a National Guard unit that is called to active duty. When you are again released from active duty, you will be reinstated in your former position, if it still exists, without loss of seniority. BUT, YOU MUST APPLY FOR REINSTATEMENT WITHIN 90 DAYS AFTER YOUR RELEASE FROM ACTIVE DUTY. If your job no longer exists, every attempt will be made to place you in a similar position on the campus. When

Purdue

you return, your pay may be either the same, lower, or higher, depending upon the changes that have occurred in the local area and the University's wage structure.

B-6. Leave for Personal Business

After you have been continuously employed for six years or more, you may be granted a leave of absence without pay to conduct personal business which would otherwise interfere with your University job. This type of leave may be granted at the rate of one-half calendar month for each year of employment and may not exceed one year.

B-7. Leave for Further Education

With five or more years of continuous employment, you may be granted leave without pay to enroll in a trade, technical, secretarial, or regular college for a period not to exceed one year. You must show evidence that the educational program can be expected to improve your job performance or be of long-range value to the University. Otherwise, it will not be granted.

B-8. Leave for Newborn Infant Care

If in the judgment of the head of department, the operation and required activities and workloads of the department will permit, leaves of absence without pay may be granted to mothers who are regular employees of the Clerical and Service Staff for newborn infant care.

Leaves for the purpose of newborn infant care may be approved for employees without regard to their length of employment, and for a reasonable period of time not to exceed two months.

B-9. Sick Leave

Your sick leave policy is like having money in the bank. Should you become ill and not able to work, or should an illness strike a member of your family, you have your income protected by sick leave credits, provided you have accrued and not wastefully used your credits.

As a Regular employee on the clerical and service staff, you accrue sick leave credits. Sick leave credits are accrued at the rate of two normal workweeks per year, if you are employed on a full-time basis. If you are employed less than a forty-hour week or less than 12 months per year, you accrue sick leave in proportion to your work schedule.

Sick leave with pay may be taken:

1. If you become ill or disabled and cannot work. (Periods of absence because of childbirth and complications of pregnancy, miscarriage, abortion, and confined recovery therefrom, are considered temporary disabilities for the period during which the employee is unable to perform normal duties as determined by a physician.)
2. If your condition requires an appointment with a physician, dentist, optometrist, chiropractor, or osteopath;
3. If there is an *emergency illness* in your immediate family which requires you to remain at home;
4. For supplementing your income when eligible for compensation in lieu of wages under Workmen's Compensation.

Three normal working days per incident may be taken for *emergency illness* leave concerning your immediate family, with a maximum of four times during a fiscal year (July through June).

Immediate family is defined to include spouse, parents, children, grandparents, grandchildren, sisters, brothers, and corresponding in-laws and step relatives.

The amount of sick leave credits which you have accrued at the end of each pay period is shown on your check or bank deposit stub. This is expressed in hours and reflects the amount accrued less the amount taken with pay. Since credit is based upon time paid, any adjustments from normal pay, corrections of payments, or time reported will require adjustments on your leave record. Your supervisor will explain your leave record and any adjustment which might be necessary.»

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1. If you become ill or disabled and cannot work. (Periods of absence because of childbirth and complications of pregnancy, miscarriage, abortion, and confined recovery therefrom, are considered temporary disabilities for the period during which the employee is unable to perform normal duties as determined by a physician.)
2. If your condition requires an appointment with a physician, dentist, optometrist, chiropractor, or osteopath;
3. If there is an *emergency illness* in your immediate family which requires you to remain at home;
4. For supplementing your income when eligible for compensation in lieu of wages under Workmen's Compensation.

Three normal working days per incident may be taken for *emergency illness* leave concerning your immediate family, with a maximum of four times during a fiscal year (July through June).

Immediate family is defined to include spouse, parents, children, grandparents, grandchildren, sisters, brothers, and corresponding in-laws and step relatives.

The amount of sick leave credits which you have accrued at the end of each pay period is shown on your check or bank deposit stub. This is expressed in hours and reflects the amount accrued less the amount taken with pay. Since credit is based upon time paid, any adjustments from normal pay, corrections of payments, or time reported will require adjustments on your leave record. Your supervisor will explain your leave record and any adjustment which might be necessary.

If you have accrued and accumulated enough sick leave credit and you have an extended illness, you will be paid 13 weeks at full pay (regular rate × normal hours worked) and 13 weeks at 75 percent normal pay (regular rate × .75 normal hours worked) of sick leave. Therefore, you could have available a maximum of 26 weeks or one-half year of paid sick leave (910 hours).

Remember, it is your responsibility to notify your supervisor immediately in case of illness. You, a member of your family, or a friend should call during the first day of illness, before one-half of the shift has elapsed, and daily thereafter unless you can estimate the length of time you will be absent. Otherwise, sick leave with pay may not be granted to you.

When you return to work after an illness, your supervisor may ask you for a statement from your physician stating that you have been ill and are now able to return to work. In the event of an extended illness—normally after two weeks—your supervisor will require statements, at regular intervals, stating your condition and availability to return to work.

After three years of employment, you are eligible for six months of sick leave with and without pay. For each additional year of employment, you are eligible for an additional month's leave. This leave will be granted for personal illness or injury. The exception is that employees who are temporarily disabled due to childbirth and complications of pregnancy, miscarriage, abortion, and confined recovery therefrom shall be eligible for sick leave of absence without pay during the disability with *no* specified minimum length of employment required. Employees shall be eligible for six months sick leave of absence with and without pay, from the date of disability (last day worked before the period of extended illness). Those with more than three years of continuous employment shall be eligible for an additional month of leave for each year of continuous employment in excess of three years. The maximum is one calendar year of total sick leave with and without pay.

B-10. Workmen's Compensation

Everything possible is done to provide safe working conditions, but the prevention of accidents is primarily a matter of individual care and planning. Accidents do not just happen. When you see conditions that seem unsafe, immediately report them to your supervisor. Do not be careless—many injuries are caused by carelessness, even though the job is not hazardous.

DON'T GET HURT, BUT IF YOU DO—

immediately report all injuries, regardless of how slight they seem to be, to your supervisor. As an employee, you are covered by the Indiana Workmen's Compensation Act. The complexities of the act prevent a full explanation in this booklet, but, without intending to limit or expand its coverage, the following is a very general explanation in nontechnical terms of how Workmen's Compensation functions in the event of an injury.

If your injury requires emergency treatment, you will be taken to the Purdue University Hospital, and, if necessary transferred to the local hospital of your choice or to your own doctor's care.

After an injury on the job, you will be furnished, at University expense, all medical aid necessary—doctor, hospital and surgical services, and any supplies which your doctor requires you to have.

If you receive an injury which prevents you from working for a period of time, you will start drawing compensation, depending upon your Purdue salary, after seven calendar days away from your job. During the first seven calendar days away from your job, you may request sick leave with pay (if you have sick leave to your credit) and draw your regular salary for your normal workweek.

A Workmen's Compensation Bulletin describing procedures and coverage may be obtained from your departmental office or the Department of Staff Benefits and Payroll.